

Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 13 January 2020 at 6.41pm

PRESENT: Councillor A Humphries (Chairman)
Councillor RG Beale
Councillor E Bowden
Councillor GR Brookes
Councillor Mrs JM Chaudry
Councillor RP Hopkins
Councillor AM Sinton

ALSO PRESENT: Councillors Mrs C Bowden, G Duffy, J Grady, NR Griffiths, AH Laird and CM Murray.

APOLOGIES FOR ABSENCE: Councillor DM Craigie, Mrs K Fellows, RJ Morris and WT Moy (Ex officio)

238. DECLARATIONS OF INTERESTS

There were none declared.

239. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 9 DECEMBER 2019

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 9 December 2019 be confirmed as a correct record and signed by the Chairman.

240. COUNCIL ESTIMATES 2020/2021 WITHIN REMIT OF THE COMMUNITY & AMENITIES COMMITTEE

To consider any recommendations made by Community & Amenities Committee at its meeting on 13 January 2020 (to be held immediately prior to the Resources Committee's meeting). See also Minute reference 233 of the Community & Amenities Committee meeting held earlier on 13 January to record that the Draft Estimates for the Municipal Year 2020/2021 including the presented Review of Charges and Fees within the remit of the Community & Amenities Committee be recommended to Full Council for consideration on 27 January 2020.

RESOLVED That the information was noted.
That the draft estimates for the Municipal Year 2020/2021 including the presented review of charges and fees (within the remit of the Community & Amenities Committee) be recommended to Full Council for consideration on 27 January 2020.

241. COUNCIL ESTIMATES 2020/2021 INCLUDING BUDGETS AND PRECEPT.

Council's Estimates for 2020/2021 – to consider the report [*enclosed*] and the recommendations of the Community & Amenities Committee [*to be reported verbally at Agenda Item 4 above*] and to make recommendations upon the Council's Budget,

Estimates & Precept for 2020/2021 to Council at its meeting on 27 January 2020. The deadline for receipt of the 2020/2021 final precept confirmation by Wychavon District Council is 31 January 2020.

The Town Clerk went through and explained the draft budget, estimates and precept calculation as presented on the accompanying report. The income, expenditure and review of fees & charges attributed to the Community & Amenities Committee was referenced as a component part (see minute reference 240 above).

From the report the Town Clerk reaffirmed the following important matters,

1. Reference point 11 that the Precept Support Grant of £36,119 will be paid by Wychavon District Council for the year 2020/2021 although this is not guaranteed in future years.
2. Reference point 15 that Wychavon District Council (the Billing Authority) is due to confirm the estimated net Tax Base for 2020/2021 at a meeting of its Executive Board after 8 January 2020. For Droitwich Spa the Tax Base of 8490.34 has been estimated. An increase of 6.85% results in a precept of £384,750 with a Band D property increase from an annual council tax of £43.08 to £45.32, an amount of £2.24 per annum. With the precept support grant element maintained of £36,119 this gives £420,869.
3. Reference point 16 & 17 showing the 2019/2020 and proposed 2020/2021 precept and property bands and comparison data for Pershore & Evesham.

Councillor RP Hopkins expressed disappointment that there was no fiscal provision for the Neighbourhood Plan Group within the estimates. The Chairman responded that the Council had resolved to suspend work on the Neighbourhood Plan project in September 2018. Since that date the remaining Group had been asked to provide a detailed business plan, full costings and their membership details in order to support any consideration towards resurrection of the project. Regrettably this information had not been provided in the elapsed timescales from September 2018 to date. To this effect it had not been possible to factor in any further consideration as part of the draft budget preparation and precept setting for the year 2020/2021 as reported.

Councillor RP Hopkins asked whether any of the Town Council accumulated Bank balance reserves should be invested shorter term to generate additional interest income. The Town Clerk clarified that this matter was scheduled on the Draft Agenda for Full Council on 27 January 2020 in order to consider a suitable investment policy. It was added that the necessity to defer progress with the Museum refurbishment project to consider further in 2021/2020 as part of the estimates and precept setting, meant that some reserves may now be available to invest short term.

RESOLVED That the information be noted and recommended to Full Council as outlined below.

1. That the Resources Committee makes a recommendation to Council to request a requirement of £420,869 being £384,750 in precept and a precept support grant element of £36,119. This represents an increase of 6.85% for a precept of £384,750 with a Band D property increase from an annual council tax of £43.08 to £45.32, an increased amount of £2.24 per annum.
2. That no changes be made to Fees & Charges for 2020/2021.
3. That the Grants Budget (£137 Grants and Sponsorship) be set at £7,500.00 as detailed in the estimates to enable financial assistance for Festivals and Events in the Town. To be referred to the Grants Appraisal Panel for scrutiny and consideration with onward recommendation to the Community & Amenities Committee.
4. That £15,000.00 towards the planning and arrangements for the Mayflower 400 Event (4 July 2020) be allocated from the Reserves/Events Budget (with a confirmed commitment of 50% match funded from Wychavon District Council).

5. That there be no maximum threshold of grant allocation applicable to the Grants Appraisal Panel recommendations.
6. That the attached estimates report for 2020/2021 be recommended to Full Council for final consideration on 27 January 2020.

242. FAIR TRADE GROUP

The Town Clerk updated that following the Group AGM which took place on 5 November 2019 and presentation from Emily Bowsher at the last Resources Committee meeting on 9 December 2019, some progress had been achieved. Minute reference 200 of the Resources Committee Meeting held on 9 December 2019 resolved to enable Elected Members to network with their contacts to help encourage more active membership for the Fair Trade Group locally. It was reported that pledges of ongoing support had been received from Councillors NR Griffiths, A Humphries and CM Murray. The Chairman suggested an evening meeting to discuss matters further with Emily and the Fair Trade Group representatives. The Town Clerk asked Elected Members for some suggested dates to enable options to be relayed to the Group. The Chairman provisionally suggested Wednesday 22 January as a possibility, subject to further confirmation.

RESOLVED That the information be noted

243. FIRE ALARM AND DETECTION SYSTEM REMEDIAL WORKS

Fire Alarm Remedial Works and replacement panel. Pursuant to Minute reference 105 of the Extra Ordinary Meeting of Council held on 29 July 2019 two estimates have been provided by Bryland Fire Protection to accord with the recommended works for St Richards House & the Community Hall. To confirm that all works have been completed for both premises with the exception of two high level detectors for the Community Hall ceiling void. This delay has arisen from scaffold access restrictions which were not anticipated by the Contractor attending on 16 December 2019. A rescheduled date is being arranged to complete the works as an urgent matter. Thereafter the previously reported Interim Fire Safety Audit will be requested from the Town Councils nominated Health and Safety Consultant to verify full conformity.

RESOLVED That the information be noted

244. REGULAR AUTOMATED PAYMENTS LIST

Regular Automated payments list –interim report. Following recommendations by the Internal Auditor to be advised of a summary for all regular automated payments including salaries. Pursuant to minute reference number 43 of the Resources Committee meeting held on 10 June 2019, the internal audit report recommended that the report is presented at least six monthly oppose to being reviewed annually. November 2019 List last reviewed on 9 December 2019 at Resources Committee. *[December 2019 full list distributed with Agenda for information purposes]*

RESOLVED That the information be noted

245. ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £4,794.32 were considered for payment together with a single supplementary payment of £1,117.13 *[lists attached]*

RESOLVED That the statements of accounts appended be received and the expenditure totalling £4,794.32 + supplementary payments of £1,117.13 be authorised & passed for payment. Total Payments Authorised of £5,911.45.

The meeting closed at 7.35.pm.

Chairman of Committee

10 February 2020

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Chairman of Council

27 January 2020

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